

RFP-10-10
Questions and Answers

Q1: Spot Checking the Parcel Characteristics

p. 5 – “Hence, the review and inspection of the improvements can be limited to conducting a representative sampling of the improvements (e.g. ten percent [10%]) and “spot checking” those improvements for accuracy.”

What is an acceptable error rate? How do you want to handle the situation if the error rate exceeds an acceptable level?

A1: Five percent (5%) is an acceptable error rate. The Department is reasonably confident in the accuracy of the parcel improvement characteristics. If the acceptable error rate is exceeded, the representative sampling will be expanded to twenty percent (20%) to determine if the error rate is consistent or if it was an aberration.

Q2: *The RFP suggest spot checking 10% of the parcel characteristics. What is context for the 10%? Is it 10% of the pricing lines of the 2009 DLGF spreadsheets? 10% of the square footage of each subject? Or something else?*

p. 5 – “It is expected that this sampling and review will take no more than two (2) days per facility.”

Does this two-day, per facility (total of 10 days) include the training necessary to go onsite?

A2: Ten percent (10%) of the parcels, which would be inclusive of the pricing lines. The expected timeframe would not include the requisite training.

Q3: p. 5 – “(1) Perform the physical inspection (on-site inspection, re-measurement as needed, changes to grade, condition, effective age and other pertinent assessment features), as that term is defined in the Request for Proposal issued by the DLGF and which gave rise to this RFP, which definition is incorporated by reference herein, of all real property defined in IC 6-1.1-8.5-2, which physical inspection shall be completed on or before February 1, 2012 or other completion date as may be directed by legislation.”

For measurements of the subjects, will the DLGF require a surveyor or certified professional engineer?

A3: No, a surveyor or certified professional engineer is not required.

Q4: Transmitting the Real Property Assessment Data

p. 6 – “(11) No later than fifteen (15) business days prior to March 1, 2012 (or other specified date), the Vendor shall submit to the DLGF all parcel data in the specified formats as required by I.C. 6-1.1-4-25 which are set forth at 50IAC 23 and on the Department web site at www.in.gov/dlgf/4702.htm to be utilized by the Department and the Legislative Services Agency ("LS A") in accordance with I.C. 6-1.1-33.5-3.”

Will the DLGF provide the column headings for the data file that will be submitted?

A4: Yes, we will work with the vendor by providing the various file data requirements.

Q5: 50 IAC 23-20-2 Instructions as referenced in the RFP: “(1) The submission must include data for the entire county. Each file must include all data for all townships.”

The data file only needs to include the subjects, not all parcels in the county, correct?

A5: Yes, the data file would only be for the subject properties.